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EYES ONLY

5 JUL 1968

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase -
25X1A9a [REDACTED]

25X1A9a

1. It is strongly recommended that [REDACTED] be granted a Quality Step Increase from GS-5, step 2, to step 3 to become effective in late July 1968.

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2. [REDACTED] entered on duty with CIA on 26 June 1967, and with ORD/AP on 21 August 1967, as a GS-5. In June 1968 she will receive her normal step increase to GS-5, step 2. 25X1A9a

3. [REDACTED] has been an outstanding young secretary in ORD/AP. She has handled the general secretarial requirements of the Technical Surveillance Countermeasures and Emanations Intelligence program areas and the work of the TSCC R&D Subcommittee in excellent fashion. During the past year, while the Division has been short of secretarial help, she has pitched in with ability and enthusiasm handling all emergency requirements with equanimity. She has unusual poise and judgment considering her age and experience.

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4. [REDACTED] had accepted a position in Baltimore which had special personal and family advantages. She was encouraged to consider our best interests in return for a Quality Step Increase; she accepted. In view of her value to the Division, I believe it to be reasonable and in the best interests of the Agency to effect this action.

SIGNED

Robert M. Chapman
Director of Research and Development
DD/S&T

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approved

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Subject: Recommendation for Quality Step Increase -

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CONCUR:

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

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